



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 03/2023

No. 20, Ward Place  
Colombo 07

10.04.2023

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **APPOINTMENT TO THE POST OF VICE-CHANCELLOR**

Your attention is invited to Commission Circular No. 02/2020 of 04.05.2020 and the decision of the University Grants Commission (UGC) taken at its 1095<sup>th</sup> Meeting held on 09.02.2023 which was conveyed to the Registrars of Universities by the letter No. UGC/CH/7/3 dated 10.02.2023 instructing not to proceed with any action as per the provisions of the Commission Circular No. 02/2020 of 04.05.2020 issued relating to the appointment of Vice-Chancellor until issuance of new circular instructions.

1. The University Grants Commission at its 1097<sup>th</sup> and 1099<sup>th</sup> meetings held on 09.03.2023 and 04.04.2023 respectively, having reviewed the existing procedure specified in the said Commission Circular No. 02/2020 in recommending three names of the candidates to the Commission for the purpose of appointment to the post of Vice-Chancellor of a University in terms of Section 34(1) of the Universities Act No. 16 of 1978, decided to repeal the said Circular and replace with this circular.
2. Accordingly, Universities are informed to comply with the following New Procedure.
  - (i) Applications for the Post of Vice-Chancellor shall be invited by the Registrar of the University (Secretary to the Council) by a notice published in the national newspapers in Sinhala, Tamil and English languages. Such notice shall specifically refer to this Circular with its Number and Date, inform the prospective Applicants that the selection will be made in the manner set out in this Circular. The Notice shall contain an electronic mail address for which the Applications and other documents shall be submitted.
  - (ii) The applicants should be citizens of Sri Lanka and shall be less than 63 years of age by the closing date of the applications.
  - (iii) The Registrar shall publish the notice calling applications,
    - (a) within a period of one month immediately falling prior to the period of Six (06) months, reckoning from the last date of the term of the incumbent Vice-Chancellor,

OR

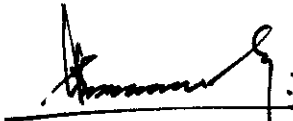
- (b) within such period as directed by the University Grant Commission in the event of a vacancy created by resignation or removal from office under Section 34(1) of the Universities Act or in any other way the incumbent Vice-Chancellor ceases to hold the office of Vice-Chancellor.
- (iv) The Council of the University shall appoint a suitable Search Committee comprising three (03) Senior Academics in the rank of Senior Professor/Professor who are not members of the Council to search for and encourage eminent persons to apply when the Registrar advertises the vacancy. The members of the appointed Search Committee shall appoint one of its members as the Chairperson of the Committee. However, any eminent person encouraged by the Committee to apply has no preferential right to be the Vice-Chancellor or any preference in evaluation process stipulated below.
- (v) The prospective applicant shall be requested to submit, together with his/her application, a Statement of Vision for the development of the University, a brief account of what he/she proposes to achieve if appointed to the post of Vice-Chancellor and a full Curriculum Vitae including the date of birth of the applicant. In addition, a soft copy of the above documents together with any other supporting documents in PDF format should be submitted to the electronic mail address specified by the Registrar in the advertisement.
- (vi) Where the incumbent Vice-Chancellor is an applicant or had held the post of Vice-Chancellor of the University before, he/she shall give a Report highlighting accomplishments during his/her first period of the office, in addition to the documents mentioned in Paragraph (v) above. A Soft Copy of this Report in PDF format should also be submitted to the electronic mail address specified by the Registrar in the advertisement.
- (vii) The Secretary to the Council, immediately after publishing the advertisement calling applications for the Post of Vice-Chancellor of the University, shall request the UGC for appointment of a suitable person to serve as the Observer of the UGC in the Special Council Meeting proceedings. The Person to be appointed shall be a former Vice-Chancellor from any University established under the Universities Act No. 16 of 1978 other than the University for which the applications are called for. The UGC shall provide the Terms of Reference of the Observer of the UGC at the time of appointment.
- (viii) Secretary to the Council shall be the Convener of the Special Council Meeting and he/she shall convene the Special Council Meeting on a working day within two months after the closing date of applications, and summon the Applicants in person before the Special Council Meeting for evaluation and for an interview. Provided in an exceptional situation, if any Applicant is not in a position to appear before the Special Meeting of the Council in person, he/she shall be allowed to appear *via virtual mode*, with prior notice to the Secretary.
- (ix) The Secretary shall give minimum of 7 days' notice of such Special Council Meeting to recommend three names to the Commission for consideration of the appointment to the post of Vice-Chancellor in terms of Section 34(1) of the Universities Act.
- (x) Secretary to the Council shall also ensure that the copies of all the documents as per paragraphs (v) and/or (vi) above submitted by all Applicants in a soft copy along with the **Mark Sheet** given in the **Annexure** hereto in hard copy, are circulated among all the members of the Council and to the Observer appointed by the UGC, at least two weeks prior to the scheduled Special Meeting of the Council. However, when an incumbent member(s) of the Council is a candidate, the Secretary to the Council should not summon such member(s) to the Special Council Meeting, and also ensure that the

applications and other documents submitted by candidates are not circulated to such a member(s).

- (xi) The UGC appointed Observer shall be present at the Special Meeting of the Council.
- (xii) If Vice-Chancellor is an Applicant for the Post of the Vice-Chancellor, Deputy Vice-Chancellor shall be the Chairperson of the Special Meeting of the Council and in absence of the Deputy Vice-Chancellor or the Deputy Vice-Chancellor is also an Applicant, the Council at the Special Meeting shall appoint a Temporary Chairperson either unanimously or by majority, for the purpose of chairing the Special Council Meeting.
- (xiii) If any issue arises as to manner how to conduct the meeting in pursuance of this Circular or any matter arisen out of the Circular at the Special meeting, before any decision is made by the Chairperson, he should obtain views of the UGC appointed Observer. However, if any issue arisen as to interpretation in any matter in this Circular or manner of conducting the Special Meeting, prior to the Special Council Meeting, the Secretary shall obtain the UGC interpretation and instructions, in writing.
- (xiv) The Members of the Council present at the Special Council Meeting shall use the prescribed **Mark Sheet** given in **Annexure** hereto, for purpose of giving marks to the Applicants. Provided that no Council Member is allowed to participate in the Special Council Meeting *via* virtual mode or any other means of remote access.
- (xv) Applicants shall be summoned before the Special Council Meeting for a brief presentation of a minimum of ten (10) minutes duration but not exceeding fifteen (15) minutes. No other Applicant shall be permitted to stay in the meeting place of the Special meeting or listen to the presentation of other candidates, even though such Applicant is a Member of the Council.
- (xvi) Chair or any member of the Council has a right to question any Applicant to elicit further information as to matters mentioned in his/her Statement of Vision, Curriculum Vitae and presentation or to ascertain his/her suitability for the post of Vice-Chancellor.
- (xvii) Each Member of the Council shall make their own assessment of each candidate by giving marks on a scale of 0-10 (10 being highest) individually for each of the Seven Criteria prescribed and compute the total marks accrued by each Applicant by adding up the marks assigned for each Criterion and place his/her signature. The Criteria and Weightages given in the Mark Sheet prescribed shall not be changed.
- (xviii) Total marks for each Applicant shall be calculated by averaging total marks under Seven Criteria given to the Applicants, by each member of the Council, and the composite Mark Sheet must be prepared and signed by all Council Members present at the Special Council Meeting and they should refrain from divulging any information with regard to proceedings of the Special Council meeting.
- (xix) Final Mark Sheet signed by all Council Members participated at the Special Council Meeting shall be authenticated by the Secretary of the Council and by the UGC Appointed Observer.
- (xx) The Report of the Special Council Meeting shall be prepared by listing Three (3) Names in order of marks obtained by each Applicant, together with the marks, and signed by each member of the Council present at the Special Council Meeting.
- (xxi) The Report of the Special Council Meeting recommending Three (3) names of the Applicants in order of marks, together with the Applications, documents submitted with Applications, notice convening Special Council meeting, Attendance Sheet of the Council,

Individual Mark Sheets signed by the Council Members participated and Total composite Mark Sheet signed by all Council members participated at the Special Council Meeting authenticated by the Secretary and the UGC appointed Observer shall be submitted to the Chairman of UGC, within three days from the date of the Special Council Meeting.

- (xxii) The UGC appointed Observer shall, forthwith after the Special Council Meeting, present a Confidential Report to the Chairman of UGC, reporting his/her observations as to the manner the selection, evaluation and interview process conducted and shall also report his/her view on any shortcomings in the selection process to enable the UGC to take any appropriate action.
- (xxiii) Upon receipt of the Report of the Special Council meeting recommending Three Names and upon receipt of the Report of the Observer appointed by the UGC, having considered the matters contained in the Reports, the UGC acting in pursuance to provisions of Section 34(1) of the Universities Act No. 16 of 1978, shall make its recommendation from the panel of three names recommended by the Council of the University, for appointment of the Vice-Chancellor.
- (xxiv) Any interpretation as to matters in this Circular or applicability of the Circular, shall be decided by the UGC and any such decision of the UGC shall be final.
3. Where the advertisement fails to find three applicants, the process shall begin afresh by publishing the advertisement more widely. The process shall be repeated until three candidates are recommended by the Council to the UGC. If the term of the Vice-Chancellor is about to complete and there is no Deputy Vice-Chancellor to perform the duties of the office of the Vice-Chancellor, the Secretary shall bring the same to notice of the UGC.
4. Provisions of this Circular and New Procedure contained herein are effective from 10.04.2023 and the Commission Circular No. 02/2020 of 04.05.2020 is hereby repealed. Any advertisement calling Applications for filling the post of Vice-Chancellor under the Circular No. 02/2020 as at the date of this Circular where no appointment has been made in pursuance to such application, is hereby cancelled and action shall be taken to call fresh Applications under this Circular.
5. As instructed by the letter dated 10.02.2023, those Universities which were prevented taking of any steps or had suspended the process so initiated in line with the Commission Circular No. 02/2020, should begin the process a afresh based on this new Commission Circular forthwith and expedite the process to complete the same.
6. Please take action accordingly.



**Senior Prof. Sampath Amaratunge**  
Chairman

- Copies: 1. Secretary to H.E the President  
2. Secretary/ Ministry of Education  
3. Chairman's Office/UGC  
4. Vice-Chairman/UGC  
5. Members of the UGC  
6. Secretary/UGC  
7. Registrars of Universities  
8. Deans of Faculties  
9. Accountant/UGC  
10. Bursars of Universities

11. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
12. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
13. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
14. Internal Auditor/UGC
15. Govt. Audit Superintendents of Universities
16. Snr. Asst. Int. Auditors of HEIs
17. Secretaries of Trade Unions
18. Auditor –General

File No. UGC/HR/2/3/238

**Annexure**

**Assessment Scheme for the Council for Assessing Candidates for the Selection of a Vice-Chancellor  
(Mark Sheet)**

A Seven Point Evaluation Scheme for Document Evaluation and Presentation (Please see overleaf for guidelines)

University : .....

No	Names of Candidates	Criteria, Scale of Marking and Weightages														Total Score
		Criteria 1		Criteria 2		Criteria 3		Criteria 4		Criteria 5		Criteria 6		Criteria 7		
		<u>Strategic Focus</u>		<u>Effective Leadership</u>		<u>Holistic Thinking /Conceptual Skills</u>		<u>Academic and Research Excellence</u>		<u>Personal Integrity</u>		<u>Professional Communication</u>		<u>Managerial Competence</u>		
		<i>Ability to think strategically and steer the institution in line with institutional goals and national needs</i>		<i>Proven capability of leading an institution in an exemplary manner</i>		<i>Ability to see the "big picture" from global and national perspectives with an integrated approach</i>		<i>Proven track record in academic and research matters</i>		<i>Unblemished career with transparency in all dealings</i>		<i>Ability to communicate with clarity and confidence</i>		<i>Proven track record of consistent high performance in administration</i>		
		20%		20%		10%		15%		10%		10%		15%		
Marks (M) 0-10	Score (Mx2)	Marks (M) 0-10	Score (Mx2)	Marks (M) 0-10	Score (Mx1)	Marks (M) 0-10	Score (Mx1.5)	Marks (M) 0-10	Score (Mx1)	Marks (M) 0-10	Score (Mx1)	Marks (M) 0-10	Score (Mx1.5)			
1																
2																
3																
4																
5																

Name of the Council Member: .....

Signature: .....

Date:.....

## **Mark Sheet**

Guidelines for the Council Members on the use of the Mark Sheet.

- (i) Elements/ Attributes to be considered in arriving at a judgment of a candidate with respect to 7 criteria are given below.

**Criteria 1:**

- (a) Clarity of the vision stated
- (b) Practicality of the vision stated
- (c) Quality and relevance of the strategies mentioned
- (d) Evidence for proven strategy implementation
- (e) Evidence for candidate's ability to think strategically on contemporary issues

**Criteria 2:**

- (a) Significant institutional developments initiated/achieved as a Vice-Chancellor
- (b) Significant institutional developments initiated/achieved as Deputy Vice-Chancellor/Rector/Director of an Institute /Dean of a Faculty
- (c) Significant achievements/ developments or reforms initiated as a Head of Department or Director of a Centre/Unit or Director/Welfare or Proctor or in a similar capacity
- (d) Evidence of significant contributions in Executive/Non-executive Leadership positions held in Professional and Statutory Bodies, Public or Private Sector Organizations
- (e) Evidence provided on the recognition by the public at large

**Criteria 3:**

- (a) Evidence of working with both public and private sectors on advisory capacity on sectoral/national development
- (b) Evidence of understanding complex challenges faced by the Institutions and demonstrating a holistic approach
- (c) Evidence for developing viable solution for institutional/academic/professional/issues with the engagement of all key stakeholders
- (d) Evidence for broader understanding of socio-economic and religious-cultural forces and their possible current and future impact on the institutions

**Criteria 4:**

- (a) Career progression as an academic and the level of involvement in improving relevance and quality of study programmes
- (b) Evidence for proven track record of research performance and research promotions
- (c) Evidence of academic expertise in his/her discipline and other broad areas
- (d) Evidence for outstanding academic and research recognition at institutional/national international levels

**Criteria 5:**

- (a) Evidence for unblemished tract record
- (b) Evidence for appreciations integrity
- (c) Evidence for guiding others ethically
- (d) Evidence for being a role model for the students and faculty

Criteria 6:

- (a) Evidence for persuasive speaking in public front
- (b) Evidence for leading successful discussion/deliberations
- (c) Evidence for publishing articles for general public
- (d) Evidence for communicating effectively within academic/scientific/public/media forums

Criteria 7:

- (a) Evidence for sound financial administration
- (b) Evidence for quality academic administration
- (c) Evidence for effectively managing human resources
- (d) Evidence for having sound understanding on statutes, establishment and financial management procedures pertaining to university administration

- (ii) Each Council Member shall perform a Desk Evaluation of respective candidates by examining the evidences/information provided by the candidates as per the Paragraphs 2(v) and/or 2(vi) of the **Commission Circular No. 03/2023 dated 10.04.2023**, and arrive at a tentative judgement on the extent of fulfillment of the criteria-specific elements/attributes of each criterion and assign a tentative mark in 0 to 10 scale for the respective criteria. Desk evaluation shall be completed before the scheduled Special Council meeting.
- (iii) The final marks for each criterion and the candidate's total score shall be arrived only after the presentation and interviewing the individual candidate.

XXXXXXXX